



BOARD OF PUBLIC WORKS MINUTES
Monday, September 15, 2025 at 6:30 PM
First Floor Conference Rooms
100 Main Street, Menasha, WI

A. CALL TO ORDER

Meeting called to order by Chair Ropella at 7:32 pm.

B. ROLL CALL

Present: Alds. Rand, Eisenach, Hale, Perkins, Lewis, Marshall, Grade, Ropella
Also Present: FD Sassman, DPW Merten, CDD Dane, PRD Sackett, FC Teesch,
DDMO Brown, CA Struve, Mayor Hammond, Clerk Snyder, DC Janet

C. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

D. MINUTES TO APPROVE

Motion by District 6 Alderperson Marshall seconded by District 7 Alderperson
Grade to approve. Motion carried on voice vote.

1. Board of Public Works, 9/2/25

E. DISCUSSION / ACTION ITEMS

1. Street Use Application — Hometown Halloween; Thursday, October 23, 2025;
2:30 p.m. to 6:10 p.m.; Menasha Parks and Recreation
Motion by District 6 Alderperson Marshall seconded by District 7 Alderperson
Grade to approve. Motion carried on voice vote.

Discussion considered the success of the event last year.

2. Payment — Fahrner Asphalt Sealers, Inc.; Contract Unit No. 2025-05;
Asphaltic Concrete Pavement Chip Sealing — Various City Streets;
\$64,368.00 (Payment No. 1 & FINAL)
Motion by District 6 Alderperson Marshall, seconded by District 5 Alderperson
Lewis to approve.

Motion carried 8-0 on roll call.

Staff advised that they are awaiting the installment of signal equipment at two intersections, prior to completion of the Racine Street project, with a completion projected towards mid-October. No disruptions have been noted regarding traffic to the High School.

3. Recycling Center Update
No action was taken.

Discussion considered what neighboring communities do for recycling, brush,

and other waste-related fees.

Staff advised on photos of the recycling center, and how staff has to manually sort trash from the recycling drop-off site, and the wages spent on doing this. Staff also advised on how the center can be used to educate residents on properly recycling, while also promoting efficient use of the center and of residents' funds when considering improvements. Staff also advised on what surrounding communities do regarding various fees and other methods for controlling use of their respective recycling drop-off sites.

F. ADJOURNMENT

Motion by District 6 Alderperson Marshall seconded by District 3 Alderperson Hale to adjourn the Board of Public Works meeting at 7:56 pm. Motion carried on voice vote.

Minutes submitted by Deputy City Clerk Evan Janet.